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## Using the VIPR Vendor Solution

The Forest Service Virtual Incident Procurement (VIPR) system is a web-based incident procurement system. Contracting Officers (COs) use VIPR to create and manage solicitations and award agreements, encompassing the entire business process. Vendors (a.k.a. Contractors) will not directly access VIPR to respond to a solicitation. When COs post their solicitation packages to FedBizOpps (FBO), vendors download the packages from FBO, and then use the **VIPR Vendor Solution**, a forms-based tool connected to the VIPR system, to respond to solicitations by completing the forms provided as attachments to the solicitation (i.e. Vendor company form and resource data entry forms) and submitting the completed forms as attachments to the SF-1449 when responding to the solicitation. VIPR will populate the SF-1449 form when an award is made. Vendors need only respond to the latest amendment by submitting the entire package (all forms) with any necessary revisions.

All vendors who wish to obtain a preseason incident agreement (a.k.a. Incident Blanket Purchase Agreement [I-BPA]) with the Forest Service MUST use the VIPR Vendor Solution. The VIPR Vendor Solution provides these key functions:

- Automated forms for submission of Vendor offers
- Automated confirmation that Vendor submissions are received
- Secure, electronic signatures on awarded agreements

**IMPORTANT:** As part of the VIPR Vendor Solution, vendors are required to provide electronic signatures when signing and submitting their offers on solicitations. The electronic signature functionality only works with PC computers; therefore, you CANNOT use Mac computers with the VIPR Vendor Solution. If this is an issue, please contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677. Press Option 3 for VIPR / eAuth.

(This guide is not intended for use by vendors who are using the pilot vendor application.)

## Business Requirements

To obtain an I-BPA with the Forest Service, you must meet the business requirements described on the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vendors.php>.

## System Requirements

Before you begin, ensure you meet the following system requirements:

- ✓ Windows® NT, 2000, XP, or VISTA
- ✓ Free Formatta Filler® software
- ✓ 1 MB space available for downloading the free Formatta Filler software
- ✓ Free Adobe Reader® software
- ✓ Free WinZip® software
- ✓ Popup blocker turned off

Instructions for how to check this information are located on [page 41](#).

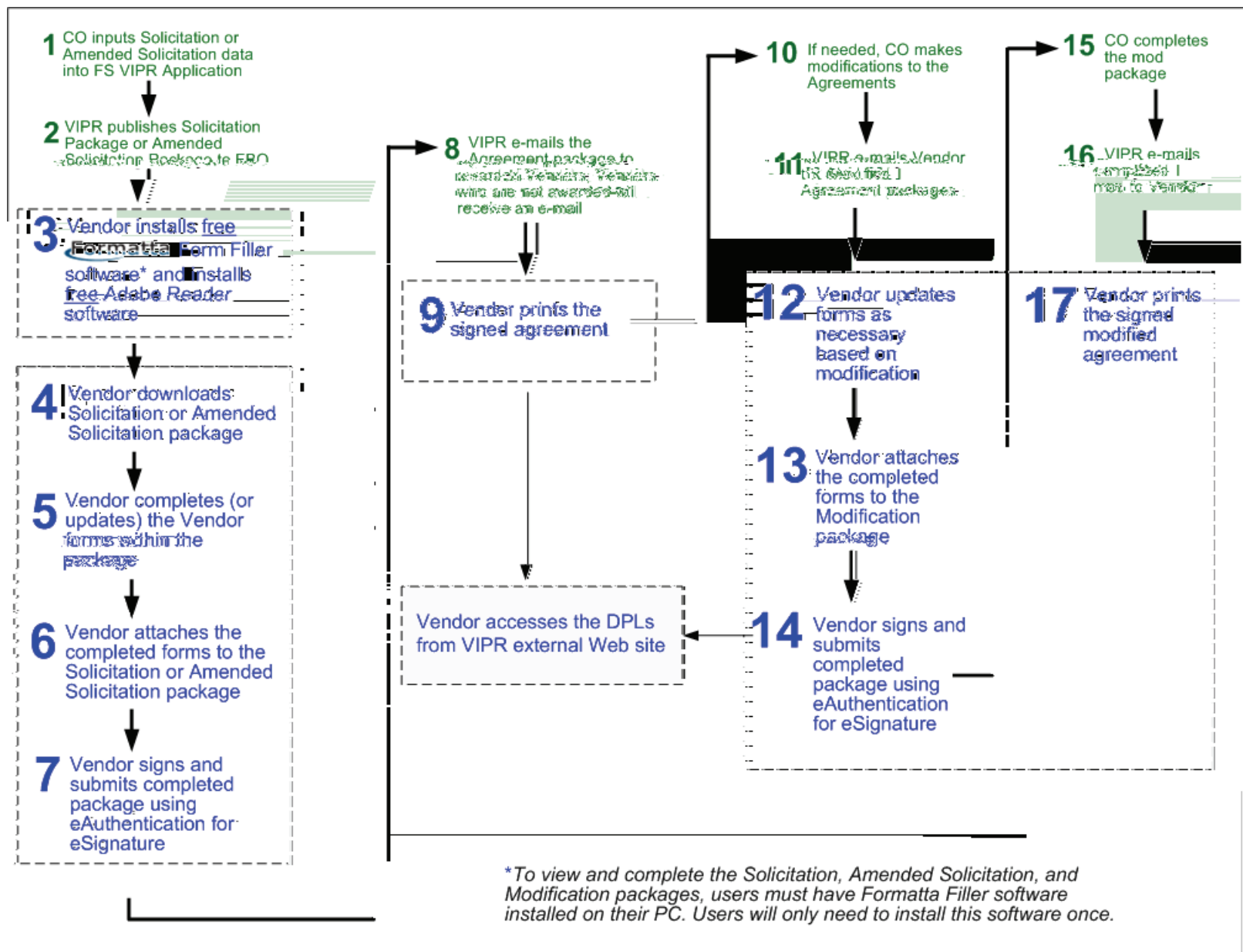


**TIP:** This VIPR Vendor Solution Quick Reference Guide provides a high-level view of the instructions needed for completing the different phases of the procurement process. For more detailed instructions, which include sample graphics of what the vendor would see during the procurement process, refer to the VIPR Vendor Solution User Guide, which is located at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

## Key Resources

- **VIPR Vendor Solution User Guide.** Provides detailed instructions and information for the vendor to use during the complete procurement process. <http://www.fs.fed.us/business/incident/vendorsupport.php>
- **Vendor Support.** Provides access to user documentation, training tools (i.e. tutorials), and links to additional information for vendors to use to assist them with using the VIPR Vendor Solution. <http://www.fs.fed.us/business/incident/vendorsupport.php>
- **Forest Service Incident Procurement VIPR Web site.** Provides incident procurement information and tools to current and potential vendors. <http://www.fs.fed.us/business/incident/vipr.php>
- **Frequently Asked Questions.** Lists common questions and answers regarding all aspects of VIPR and the VIPR Vendor Solution. <http://www.fs.fed.us/business/incident/faq.php>
- **Formatta Filler Installation Instructions.** Provides instructions for installing the free Formatta Filler software, which is required for completing the online forms within the solicitation packages used in the VIPR Vendor Solution. **IMPORTANT:** The Forest Service solicitation packages that are posted to FedBizOpps (FBO) can only be viewed, completed, and submitted using the free Formatta Filler software; other applications that are used to view and fill in forms (i.e. Adobe Reader) will NOT work with the VIPR Vendor Solution. <http://www.fs.fed.us/business/incident/vendorsupport.php>

## High-level View of the VIPR Vendor Solution Process



## Locating Solicitations at FedBizOpps (FBO)

- 1 Access the FBO Web site at <http://www.fbo.gov/> and at the top of the page in the Keywords/SOL# field, type the solicitation number or type "VIPR I-BPA", including quotation marks.

**NOTE:** The "VIPR I-BPA" keywords are NOT case sensitive, but you must include the quotation marks to ensure you only get the VIPR I-BPA solicitations.

- 2 Complete other search fields, if preferred, to narrow your search, and then click the **Search** button. A list of all of the solicitations that match your search criteria appears.
- 3 Click on the link from the search results to view the Notice Details for the solicitation.



**TIP:** The Forest Service solicitation, amendment, and some modification packages are .PFF files that can only be viewed, completed, and submitted using the free Formatta Filler software. For instructions on how to install Formatta Filler, go to the Incident Procurement VIPR Web site at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

Agreement and signed modification packages (in PDF format) can only be viewed using Adobe Reader software. For instructions on how to install Adobe Reader, go to the Adobe Web site at <http://get.adobe.com/reader/>.

## Responding to a Solicitation

To respond to a solicitation, you will need to do the following: (1) download the solicitation package, (2) view the contract requirements and exhibits, (3) complete the Vendor Company Information, (4) complete the Resource (Equipment) Information, (5) complete the Representations/Certifications (FAR 52.212-3) in the Online Representations and Certifications Application (ORCA), and (6) sign and submit your offer.

If you need to use a public computer to respond to solicitations, amendments, awards, or modified agreements, you can install Formatta Filler software onto a thumb drive and use the thumb drive to save and work with the packages (Formatta forms) throughout the VIPR Vendor Solution. To associate the Formatta Filler .PFF file type with a public computer, view "[Using a Thumb Drive with Formatta Forms and a Public Computer](#)."

## Downloading a Solicitation Package from FedBizOpps (FBO)

- 1 Access the FBO Web site at <http://www.fbo.gov/>.
- 2 Search and find the solicitation you wish to respond to, and then click on the solicitation link within the list.
- 3 From the ALL FILES section on the right side of the screen, click on the **http** link for the solicitation package.
- 4 From the File Download dialog box, click the **Save** button.
- 5 From the Save As dialog box, in the Save in: field, open the **My Documents | My Forms** folder.

**NOTE:** If you are using a thumb drive to save your solicitation packages and want to use the My Documents | My Forms | Solicitations folder structure to manage your multiple packages, then you will need to create those folders on your thumb drive BEFORE you can save the package in the Solicitations folder. You can still follow steps 6-8 with the only difference being that you are creating folders and saving packages to your thumb drive and not from the computer's local drive.



**TIPS:** You will need to respond to the **latest version of the package**, which is always in the **ALL FILES** list. If the solicitation has amendments, then you will only need to respond to the latest amendment package for that solicitation—you will not need to respond to both the solicitation package and the amendment package for that solicitation.

If you have responded to a solicitation and it has been amended since you first responded, then VIPR will notify you of the amendment and you can follow the instructions in "[Responding to an Amended Solicitation](#)."

## Responding to a Solicitation (Continued)

### Downloading a Solicitation Package from FedBizOpps (FBO) - Continued

- 6 Within the My Documents | My Forms folder, create a new "**Solicitations** | <solicitation number>" folder and save the <solicitation number>.PFF in the <solicitation number> folder.
- 7 From the File Download dialog box, click the **Open Folder** button.

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**NOTE:** If you are using a thumb drive, you would open the solicitation number folder from the thumb drive and not from the local drive.

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- 8 Make a copy of the solicitation package and rename the copy as "Original-<solicitation number>." This saves an original version of the solicitation package should you ever need to refer to it. For example, if you inadvertently deleted a form from your working version of the solicitation, then you can retrieve a blank form from the original version of the solicitation and would not need to download the solicitation package again.

**The download is complete.** You have an original version of the solicitation and a working version of the solicitation saved.

### Viewing the Contract Requirements and Exhibits

Before you start completing the forms within a solicitation or amendment package, you should first review the contract requirements and exhibits for that specific solicitation. The contract requirements and exhibits are included as "attachments" to the SF-1449 form, which is visible when the package is opened.

**To view the contract requires and exhibits for a solicitation:**

- 1 From Windows Explorer, open the **Solicitations** | <solicitation number> folder.

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**NOTES:**

- You would have set up the Solicitations and solicitation number folder when you downloaded the solicitation or amendment package ("Downloading a Solicitation Package from FedBizOpps [FBO]").

- If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not from the local drive.

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- 2 Double-click on the <solicitation number>.PFF file or the <solicitation number\_Amendment #>.PFF file. The SF-1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.

## Responding to a Solicitation (Continued)

### Viewing the Contract Requirements and Exhibits – Continued

- 4 From the list of Attachments, double-click on the **ContractRequirements.PDF** file, which will vary depending on the type of solicitation.

**NOTE:** If a message appears warning you that attachments may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment. (For some users: If you get a Save As box instead of the warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.)

- 5 Review the solicitation to ensure that you understand and can comply with the contract requirements, and then close the document.

- 6 From the list of Attachments, double-click on an **Exhibits** document, which will vary depending on the type of solicitation.

**NOTE:** If a message appears warning you that attachments may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment. (For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.)

- 7 Review the Exhibits document to ensure that you understand and can comply with the requirements, and then close the document.

- 8 Repeat Steps 6-7 for each Exhibits document within the package.

### Completing Representations-Certifications (FAR 52.212-3)

You are required to complete FAR 52.212-3, Offeror Representations and Certifications – Commercial Items (Section E-3). You MUST use the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov> to electronically complete the annual representations and certifications in accordance with FAR 52.212-3.

**NOTE:** By providing your information in ORCA, you will not need to submit your representations and certifications with your offer.

If you have any questions regarding the representations and certifications, contact your Contracting Officer.

#### S i d e n o t e

To set up the main “Solicitations” folder as the default location for your form files and attachments:

- 1 Open any Formatta form (SF-1449, company form, etc.).
- 2 From the Tools menu, select **Options...**
- 3 From the General tab, click the **Browse** button.
- 4 From Browse for Folder, find the Solicitations folder, and then click the **OK** button.

Unless you wish to change the default file location again, you will only need to do this once.

## Responding to a Solicitation (Continued)

### Completing the Vendor Company Information Form

- 1 From Windows Explorer, open the **Solicitations** | **<solicitation number>** folder.

**NOTE:** If you are using a thumb drive, you would open the Solicitations | **<solicitation number>** folder from the thumb drive and not from the local drive.

- 2 Double-click on the **<solicitation number>.PFF** file or the **<solicitation number\_Amendment #>.PFF** file. The SF-1449 form for that solicitation opens.

- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.

- 4 Depending on your situation, do one of the following:

- If you have submitted responses to previous solicitations and already have a completed and **current** Vendor Company Information form, then proceed to Step 5.

**IMPORTANT:** The form must be current; if you are using an outdated version of the form, you will receive an error message when you submit a response.

- If this is the first time you have responded to a solicitation, then do the following:

- a. From the Attachments list, double-click on the **VendorCompany.PFF** file. The Vendor Company Information Form appears.

**IMPORTANT:** When you double-click on a form from within the Attachments list, the work you do in that form will NOT automatically replace the blank form that is currently attached to the SF-1449 form. The process required to replace the blank attachment with your completed form is described later in the steps below.

- b. From the File menu, select **Save As**.

**NOTES:**

- The first time you save a form that you opened through the Attachments list, you must do a File | Save As or click the Save button at the bottom of the form to save the form to the Solicitations folder. After the initial save, then you can use the Save icon from the toolbar.
- If you are using a thumb drive, you would save the Vendor Company Information form to the Solicitations folder on your thumb drive and not to the local drive.

- c. From the Save in: field, find the **Solicitations** folder.

- d. In the File name: field, highlight "**VendorCompany[#]**," type your company name, and then click the **Save** button.



**Business Rule:**

You **MUST** attach a completed Vendor Company Information form to **EVERY** offer you submit.



**TIP:** When completing the Vendor Company Information form, you **MUST**:

- Complete all of the required fields, which are indicated by an asterisk and yellow background on the form.
- For "Company Name," use the same company name that is in the Central Contractor Registration (CCR), which in turn should match your legal business name as registered with the IRS.
- Ensure your e-mail address is correct. Award confirmation is provided electronically; an incorrect e-mail address may result in no delivery of the award notification. **NOTE:** Problems have been reported with packages that are sent to vendors using AOL e-mail accounts. You will need to obtain a non-AOL e-mail address.
- In the Small Business Status section, select at least Small Business.



## Responding to a Solicitation (Continued)

### Completing the Vendor Company Information (Continued)

e. Complete the form.

**IMPORTANT:** You MUST complete all of the required fields, which are indicated by an asterisk and yellow background on the form. The company name you use in the form MUST match the company name you use in CCR. When determining the e-mail address you wish to use, note that problems have been reported with the VIPR Vendor Solution packages sent to vendors with AOL e-mail accounts. Also, if you are copying and pasting text into the form, you MUST first copy and paste the text into Notepad, and then from Notepad, paste the text into the form. Block 5 on the form is not indicated as a required field, however, you MUST select all that apply to ensure proper ranking on the Dispatch Priority List.

f. Once you have entered all of your data, click the **Validate Form** button (located at the bottom of the form) to ensure you have completed all of the required fields and entered data correctly. If you have questions about the validation errors, contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677 (press Option 3 for VIPR).

h. Once your changes are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form). Your completed company form is saved in the Solicitations folder.

i. Click the Close button in the upper right corner of the Vendor Company Information form. The company form closes and the Attachments list appears.

*In the following steps, you will ensure the version of your completed company form is current, add your completed company form to the SF-1449 form, and delete the blank Vendor Company Information form that is still attached to the SF-1449 form.*

- 5 From the Attachments list, double-click on the **VendorCompany.PFF** form within the solicitation (or amendment package).
- 6 Scroll to the bottom of the form and if the form has a new note under the Small Business Status section, then you are working off of the latest version of the form.
- 7 Depending on the version of the form, do one of the following:
  - If the form matches the form that you had previously completed for other solicitations, then close the form, and proceed to Step 8.
  - If the form is a newer version than the form you had previously completed, go back to Step 4b, complete Steps 4b-4i to complete and save the newer version of the company form, and then proceed to Step 8.
- 8 From the Attachments list, click the **Add** button. The Open dialog box appears.
- 9 From the Solicitations folder, select your completed **<companyname>.PFF** form, and then click the **Open** button. Your completed company form attaches to the solicitation package and you can see your company form is now in the list of Attachments.

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not from the local drive to find your completed company form.

- 10 From the Attachments list, select the **VendorCompany.PFF** file, and then click the **Delete** button.

#### **IMPORTANT:**

If you are using both the pilot vendor application (for Communications Trailer or Mechanic with Service Truck solicitations) and the Formatta forms (all other solicitations), please be aware that any changes you make to your vendor company information using one solution will NOT appear in the other solution.

These two tools are used independently of each other; this means that if you make changes to your company information in the pilot vendor application, your Vendor Company Information form (Formatta) will NOT be current. So, ensure your company information is current whenever you submit a response regardless of the tool you use.



## Responding to a Solicitation (Continued)

### Example of the Vendor Company Information Form

You only need to fill out the Vendor Company Information form **once** and then you can use the one completed company form for all of your solicitation responses. You can make updates to this form at any time, **except** you CANNOT change your DUNS number or the Small Business Status during the agreement phase of a solicitation.

**VIPR**  
Virtual Incident Procurement

Acquisition Management  
USDA Forest Service

**Vendor Company Information Form**  
Please complete the required fields, which are indicated by an asterisk (\*) and highlighted in yellow.

**1. Company Identification** Your company name must match the company name you use for the Central Contractor Registration (CCR).

Company Name\* **A** DUNS\* **B**

**2. Contact Information** Please verify the accuracy of your e-mail address. Award confirmation is provided electronically and an incorrect e-mail address will result in failure to deliver the award notification.

First Name\* **C** Last Name\* **C**

Daytime Phone\* ( ) - Cell Phone ( ) - Evening Phone ( ) - FAX ( ) -

E-mail Address\* **D**

Re-enter E-mail Address

First Name Last Name

Daytime Phone ( ) - Cell Phone ( ) - Evening Phone ( ) - FAX ( ) -

E-mail Address

**3. Company Address** Be sure to use the company address where you wish to receive payment for your services.

Street Address\* **E** City\* **E**

State\* Zip Code\* -

**4. Mailing Address**

☐ Select this check-box if the Mailing Address is different than the Company Address, and then complete the required address fields listed below.

Street Address\* **F** City\* **F**

State\* Zip Code\* -

[Validate and Continue to Page 2](#)

[Clear Form](#) [Save](#) [Print](#)

Version 3.0

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**VIPR**  
Virtual Incident Procurement

Acquisition Management  
USDA Forest Service

**Vendor Company Information Form (Continued)**  
Please complete the required fields, which are indicated by an asterisk (\*) and highlighted in yellow.

**5. Small Business Status**

Select any of the following that represent your small business status.

**G**

☐ Small Business\* ☐ 8(a)  
☐ HUBZone ☐ Service-Disabled Veteran-Owned Small Business

\*All VIPR I-BPAs are set-aside for Small Businesses, so you MUST have at least a Small Business status to submit an offer on the VIPR I-BPAs. Any selection you make for "Small Business Status" must match the Small Business Status in ORCA or FAR Clause 52.212.3.

**6. Labor Surplus Area (LSA)**

Is Company located in a Labor Surplus Area (LSA)?\*

☐ Yes ☐ No

**7. Discount Terms**

If you are offering a discount, please enter the percentage of payment reduction and the number of days that the payment must be made prior to the due date (for example: 10%, 25, Jun 30).

Percentage of Payment Reduction **I**

Number of Days Prior to Due Date **I**

**8. Supporting Information**

Ready to Submit? ☐ Yes ☐ No

[Validate Form](#) [Clear Form](#) [Save](#) [Print](#) [Back to Page 1](#)

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Page 2 of the form

- A** Use the same company name that is in the Central Contractor Registration (CCR), which in turn should match your legal business name as registered with the IRS.
- B** This is your 9-digit DUNS number.
- C** Provide contact information for at least one company representative; this representative will be signing solicitation responses, so the person must have an eAuthentication Level 2 account.
- D** Verify the accuracy of your e-mail address. Award confirmation is provided electronically and an incorrect e-mail address may result in failure to deliver the award notification.
- E** Use your payment address.
- F** Enter the Mailing Address only if it is different than the Company Address.
- G** You should select at least Small Business. Your "Small Business Status" selection MUST match your Small Business Status in ORCA or as certified in FAR Clause 52-212.3. (Ensure all appropriate blocks are checked as your selections could affect your ranking on the Dispatch Priority List.)
- H** Ensure the LSA flag is checked as your selection could affect your ranking on the Dispatch Priority List.
- I** Use this to ensure you have entered data in all of the required fields on both pages of the form.

## Responding to a Solicitation (Continued)

### Completing the Resource (Equipment) Information

- 1 From Windows Explorer, open the **Solicitations** | <solicitation number> folder.

**NOTE:** If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not from the local drive.

- 2 Double-click on the <solicitation number>.PFF file or the <solicitation number\_Amendment #>.PFF file. The SF-1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.
- 4 From the Attachments list, double-click on a <resource data entry form>.PFF file. The specific resource data entry form appears. In this example, the Dozer, Type 1 form appears.

**IMPORTANT:** When you double-click on a form from within the Attachments list, the work you do in that form will NOT automatically replace the blank form that is currently attached to the SF-1449 form. The process required to replace the blank attachment with your completed form is described later in the steps below.

- 5 From the File menu, select **Save As**. The Save As dialog box appears.

**NOTES:**

- The first time you save a form that you opened through the Attachments list, you must do a File | Save As or click the Save button at the bottom of the form to save the form to the Solicitations folder. After the initial save, then you can use the Save icon from the Form toolbar.
- If you are using a thumb drive, you would save the resource data entry form to the Solicitations folder on your thumb drive and not to the local drive.

- 6 From the Save in: field, find the **Solicitations** folder if it is not already selected.
- 7 In the File name: field, highlight the <resource name [#]>, type the name of your resource, and then click the **Save** button. The resource data entry form is saved in the Solicitations folder.
- 8 Complete the form.



**Business Rule:**

You **MUST** complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Dozer Type 1s, then you will need to complete two Dozer Type 1 forms; you **CANNOT** use one form for both Dozers. **EXCEPTION:** When completing resource data entry forms for Fallers (Single & Module); Handwashing Stations (Portable); Portable Toilets; Portable Toilets (Wheelchair Accessible); Tents, and Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.



**TIPS:**

- When changing the name of the file for your resource, you may want to use a name specific to the piece of equipment, e.g., VIN number, Equipment ID, etc.
- The Attachments list contains a resource data entry form for each type of resource (equipment) included in the solicitation; however, you only need to complete the resource data entry forms for the type of equipment that you wish to include with your offer.
- Be sure to delete ALL of the blank forms from the package, including the resource data entry forms that you do not use, otherwise, when you submit your offer, you will get an error because there are blank forms in your solicitation package.

## Responding to a Solicitation (Continued)

### Completing the Resource (Equipment) Information (Continued)

#### IMPORTANT:

- You must complete all of the required fields, which are indicated by an asterisk and yellow background on the form.
- When selecting a dispatch center, visit the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vipr.php>. Note that you will be UNABLE to change the dispatch center later in the award process or during the agreement period, so make sure you have selected the correct dispatch center when you complete your resource data entry form.
- You MUST ensure that each resource has its own unique identifier, which should be a VIN number or a Unique Resource Descriptor; if you use letters, use capital letters only.
- You MUST provide an Equipment ID. If you use letters, use capital letters only.
- If you are offering resources in multiple dispatch centers within the area covered by the solicitation, ensure that the applicable dispatch center is identified on the resource data entry form(s) and attach all forms to the solicitation package. DO NOT submit separate responses for each dispatch center as your latest response will override all other responses.
- If you are copying and pasting text into the form, you MUST first copy and paste the text into Notepad, and then from Notepad, paste the text into the form.

- 9 Once you have entered all of your data, click the **Validate Form** button (located at the bottom of the form) to ensure you have completed all of the required fields and entered data correctly. If you receive a validation error and have questions or need assistance, contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677 (press Option 3 for VIPR).
- 10 Once your changes are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form). Your completed resource data entry form is saved in the Solicitations folder.
- 11 Repeat Steps 4-10 for every resource that you wish to include in your solicitation response.

**IMPORTANT:** You must complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Dozer Type 1s, then you will need to complete two Dozer Type 1 forms; you CANNOT use one form for both Dozers. EXCEPTION: When completing resource data entry forms for Fallers (Single & Module); Handwashing Stations (Portable); Portable Toilets; Portable Toilets (Wheelchair Accessible); Tents, and Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.

- 12 Click the Close button in the upper right corner of the form. The resource data entry form closes and the Attachments list appears. Proceed to Step 13.

*In the following steps, you will add your completed resource data entry form(s) to the SF-1449 form and then delete the blank resource data entry forms that are still attached to the SF-1449 form.*

- 13 From the Attachments list, click the **Add** button. The Open file dialog box appears.

## Responding to a Solicitation (Continued)

### Completing the Resource (Equipment) Information (Continued)

- 14** From the Solicitations folder, select your completed resource data entry form, and then click the **Open** button. Your completed resource form is now attached to the solicitation package.

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**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not from the local drive to find your completed resource data entry form.

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- 15** From the Attachments list, select the **<resource data entry form>.PFF** file, and then click the **Delete** button. The original blank resource form is deleted from the package.
- 16** Repeat Steps 13-15 for all resource data entry forms that will be included in your solicitation response and to delete ALL of the blank resource data entry forms.

**IMPORTANT:**

- If you are offering resources in multiple dispatch centers within the area covered by the solicitation, ensure that the applicable dispatch center is identified on the resource data entry form(s) and attach ALL forms to the solicitation package. DO NOT submit separate responses for each dispatch center, as your latest response will override all other responses.
- Resource forms for Fallers (Single and Module), Handwashing Stations (Portable), Portable Toilets, Portable Toilets (Wheelchair Accessible), Tents, and Refrigerated Trailer Units are unique in that only one form is submitted in response to a solicitation for each resource type per dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center, and a separate form can be attached to your response for each dispatch center. DO NOT submit multiple offers in response to a single solicitation; VIPR will use the vendor's last response submitted as the response on record, and will override any previous responses.
- If a solicitation requires additional information (resumes, certifications, etc.) to be submitted with the offer, do NOT submit, in VIPR, any supporting documentation that contains Personally identifiable Information (PII). Please contact your Contracting Officer (CO) to determine how to submit those documents.
- Be sure to delete ALL of the blank forms from the package, including the resource data entry forms that you do not use, otherwise, when you submit your offer, you will get an error because there are blank forms in your solicitation package.
- For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.

## Responding to a Solicitation (Continued)

### Example of a Resource Data Entry Form

Below is an example of a resource data entry form for a 2010 solicitation. The data fields on each resource data entry form will vary depending on the type of information needed for that resource. **IMPORTANT:** The list of dispatch centers on each resource form may vary depending on the solicitation, so can no longer use the same resource data entry form for multiple solicitations.

VIPR Virtual Incident Reporting System		Acquisition Management USDA Forest Service			
Solicitation Year: 2010					
Resource Category:					
Engine Type 3					
Please complete the required fields, which are indicated by an asterisk (*). Items highlighted in yellow.		For Agreement Phase Only: Clear Selection <input type="checkbox"/> Verify this resource <input checked="" type="checkbox"/> Replace this VIN Number <i>Please first drop down list, select the VIN Number that you wish to withdraw as well as the UIN Number that you wish to register with the new VIN Number that you propose in this form.</i> <input type="text"/> A			
Company Name:					
1. Equipment Description		Equipment ID: C			
VIN or Serial Number: B		For New Acquisition			
License:		State:		Whether license was issued:	
Make:		Model:			
Year:		DOT Inspection Issue Date: / /		Insurance Policy Expiration Date: / /	
2. Equipment Location:					
City:		State:		Zip Code:	
Dispatch Center:		Latitude:		Longitude:	
		Remarks and how made any performance			
3. Equipment Attributes					
Capacity:		gallons fuelled water:		Pump Horsepower:	
All Wheel Drive:		CABS: Yes No		Board Proprietary System:	
4. Rates		Day Rate: \$ On Job rate: <input type="radio"/> Yes <input checked="" type="radio"/> No Per Diem/Per Diem: <input type="radio"/> Yes <input checked="" type="radio"/> No			
5. Contact Information					
Complete this section ONLY if the contact information is different than what is listed on the Vendor Company Information form.					
First Name:		Last Name:			
Daytime Phone:		Work Phone:		Faxing Phone:	
Email Address:					
First Name:		Last Name:			
Daytime Phone:		Work Phone:		Faxing Phone:	
Email Address:					
Validate Form		Clear Form		Save	
Print					

- A** For forms that have this box, only use it during the Agreement Phase, if needed.
- B** Each resource **MUST** have a unique ID, which depending on the resource may be a VIN Number or Unique Resource Descriptor.
- C** For the Equipment ID, you can enter any one of the following: your call sign, license plate number, last 5 to 10 digits of the VIN, or short ID that is meaningful to you. Also, if you use letters, use capital letters and you cannot use more than 10 characters.
- D** For instructions on how to select the appropriate Dispatch Center, view <http://www.fs.fed.us/business/incident/vipr.php>
- E** ALL rate value(s) must be greater than zero (0).
- F** Use this to ensure you have entered data in all of the required fields.



**TIP:** Resource forms for Fallers (Single & Module), Handwashing Stations (Portable); Portable Toilets; Portable Toilets (Wheelchair Accessible); Tents, and Refrigerated Trailer Units are unique in that only one form is submitted in response to a solicitation for each resource type per dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center; and a separate form can be attached to your response for each dispatch center. DO NOT submit multiple offers in response to a single solicitation; VIPR will use the vendor's last response submitted as the response on record and will override any previous responses.

The screenshot displays the VIPR (Virtual Incident Procurement) website interface. At the top left is the VIPR logo with the tagline "virtual incident procurement". To its right are logos for the Acquisition Management Unit and the USDA Forest Service, along with a U.S.A. seal. The main heading reads "Solicitation Year: 2011 Resource Category Single Faller, Type 1". Below this, instructions state: "Please complete the required fields, which are indicated by an asterisk (\*) and highlighted in yellow. You MUST complete one form per set of fallers." A link labeled "per Falling Crew" follows. On the right side, there's a box titled "For Agreement Phase Only:" containing a checkbox for "Withdraw this resource". The bottom section shows a grid of links organized under tabs like "Fallers", "Fellers", etc., each listing various equipment types such as chainsaws, skidders, and log loaders.



## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer

- 1 From Windows Explorer, open the **Solicitations** | **<solicitation number>** folder.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations | **<solicitation number>** folder from the thumb drive and not from the local drive.

---

- 2 Double-click on the **<solicitation number>.PFF** file or if the solicitation has an amendment, then double-click on the **<solicitation number\_Amendment #>.PFF** file. The SF-1449 form opens.
- 3 Ensure all of your completed forms are in the list of Attachments and all of the blank or old versions of the forms have been deleted from the package.
- 4 At the bottom of the SF-1449 form, click the **Sign Response** button. A message appears explaining what it means when you use your eAuthentication UserID and password to sign a response.
- 5 Click **Yes** to proceed.

**IMPORTANT:** Once you complete the steps for the eAuthentication process for a specific solicitation (Steps 6-11 below), you might not be required to perform those steps again the next time you click the "Sign Response" button on the SF-1449 form for that solicitation. If this occurs, it means your eAuthentication login information is already in the system and you can go from Step 4 to Step 12.

- 6 If an authorization message appears, click the **Continue** button once and wait a few seconds for this window to be replaced with the eAuthentication Web site warning message.

---

**NOTE:** You may need to drag the window edges to re-size the window in order to view the entire message.

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- 7 From the eAuthentication Warning message box, click the **Continue** button. The eAuthentication Login screen appears.

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**NOTE:** You may need to drag the window edges to re-size the window in order to view the entire message.

---

- 8 Enter your eAuthentication username and password, and then click the **Login** button.

**NOTE:**

If you do not remember your eAuthentication username or password, contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

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#### Business Rules:

- You can continue to update your company and resource information and re-submit a solicitation package until the solicitation close date. After the close date, VIPR will NOT accept a response unless the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations and requested a revised offer.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record, and will override any previous responses. VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.

## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer (Continued)

A Security Alert message appears. You can ignore this message because the VIPR site is secure.

- 9 Click **Yes** to continue. A message informing you that you are authorized to submit your response appears.
- 10 Click on the Close button to close the message window. The SF-1449 form re-appears.
- 11 From the SF-1449 form, click the **Sign Response** button again. The message explaining what it means when you use your eAuthentication UserID and password to sign a response re-appears.
- 12 Click **Yes** to proceed.
- 13 VIPR conducts a validation test to check for the following:
  - For every solicitation response, your company information form and at least one resource data entry form specific to the solicitation are attached to the SF-1449 form. However, VIPR cannot ensure that all resource data entry forms specific to your equipment are attached.  
**IMPORTANT:** For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.
  - Each resource data entry form has a unique Vendor-provided identifier (e.g., VIN number, Equipment ID, etc.). The same identifier cannot be used for the same resource type for the same solicitation.
  - The forms attached to the solicitation response are the correct version of the forms. If the forms are the incorrect version due to a change in the form or an amendment, VIPR will notify you and you will need to download the latest version of the solicitation package from FBO, complete the solicitation package with the new version of the forms, and re-submit your offer.

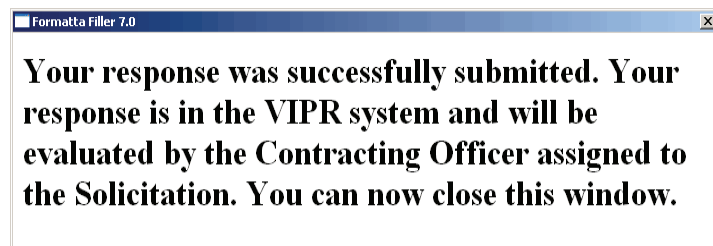
You will receive either a successful submittal message or an error message. Details about each type of message are explained in the "[Types of Submittal Response Messages](#)."

Once you have a successful submittal, VIPR will send you an e-mail message to confirm that your response is now in VIPR. If you have resources that require inspections, your e-mail confirmation will include a zip file with inspection forms for your resources. It is recommended that you print the inspection forms and take them to your scheduled inspection. The inspection forms are for your scheduled inspection only (conducted in-person by an FS inspector); therefore, you do NOT attach your inspection forms to any responses you submit to VIPR.



## Responding to a Solicitation (Continued)

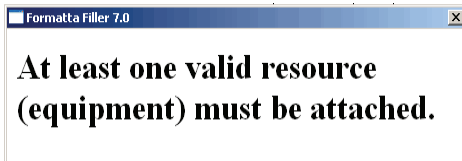
### Signing and Submitting an Offer: Types of Submittal Response Messages



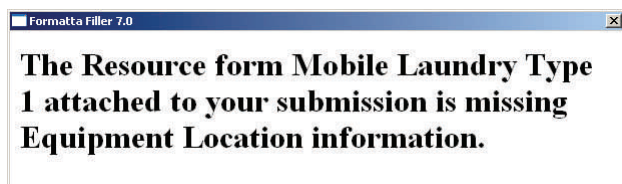
**Successful submittal:** Your offer has been received in the VIPR system. If there are amendments to this solicitation, then VIPR will notify you. Otherwise, you will not be notified about the status of your offer for this solicitation until after the solicitation close date. **NOTE:** When your response is successfully submitted, you have met the requirement described in Box 28 of the SF-1449 form which is to provide a signature and a copy of the form.



**Your completed Vendor Information form was not attached to the solicitation:** Ensure you have attached your completed company form AND deleted the blank Vendor Company Information form.



**Your completed resource data entry form was not attached to the solicitation:** Ensure you have attached your completed resource data entry forms that are specific to the solicitation AND deleted all blank resource data entry forms.



**You have an incomplete form within the package. Required fields on either the Vendor Company form and/or a resource data entry form may be incomplete OR blank forms have not been deleted from the package:** This message is just one example for an attached data entry form (Mobile Laundry Type 1) that has an incomplete field that is required for the form. Check your forms to ensure all required fields are

completed and then add the completed forms to the solicitation (or amendment) package and sign and submit your response. **NOTE:** Ensure you have deleted all blank resource data entry forms from the package; otherwise, you will get error messages similar to this one for all of the required fields for every blank form that is still attached to the package.

## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer: Types of Submittal Response Messages (Continued)



**You have not responded to the latest amendment package:** You may not be working with the most current amendment package that was posted to FBO. If a solicitation has been amended after you have downloaded the solicitation or another amendment package, but before you have submitted an offer, then you may get this error message. Access the FBO Web site and download the latest amendment package for the solicitation, attach your completed forms to the amendment package, and sign and submit your response.



**All of the amendment files are not attached to the amendment package:** Ensure you have not deleted an Amendment#.PFF file from the amendment package. If an Amendment file is not in the package, then you may have inadvertently deleted an Amendment#.PFF file.

Use the "original" <solicitation number\_Amendment#>.PFF file that you saved to your local drive to find the missing Amendment files, re-attached the missing Amendment#.PFF files to the "working" amendment package, and then sign and submit your response again.

**Serious server error message that does NOT include a reference number:** If you get this type of message and the message does NOT have a Reference Number in it, then chances are your system has timed out. You can wait a while and try again. If you continue to get this error, you might need a faster network connection, in which case you would need to contact your Internet Service Provider to determine the network options that are available to you. If you need assistance, then contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677. Press Option 3 for VIPR/eAuth.

*If you have questions about an error message and/or need assistance, contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677. Press Option 3 for VIPR / eAuth. If an error message has a reference number in it, make a note of the number and provide the reference number to the Helpdesk.*

## Submitting a Revised Offer

### Submitting a Revised Offer on an Open Solicitation

- 1 From Windows Explorer, open the **Solicitations** folder.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not from the local drive to find your forms to update.

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- 2 Double-click on your company form or the resource data entry form that you wish to update.

- 3 Make any necessary changes to the company information form and/or the resource forms.

- 4 Once you have entered all of your data, click the **Validate Form** button (at the bottom of each form) to ensure you have completed all of the required fields and entered data correctly.

- 5 Once your updates are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form).

---

**NOTE:** If you are copying and pasting text into the form, you MUST first copy and paste the text into Notepad, and then from Notepad, paste the text into the form.

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- 6 Repeat Steps 2-5 for every form you wish to update.

- 7 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not from the local drive to find your package.

---

- 8 Double-click on the **<solicitation number>.PFF** file or if the solicitation has an amendment, double-click on the **<solicitation number\_Amendment #>.PFF** file. The SF-1449 form appears.

- 9 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.)

- 10 From the Attachments list, select the **.PFF** file that you are going to replace, and then click the **Delete** button. Your old form is deleted from the package.

- 11 From the Attachments list, click the **Add** button.

- 12 From the Solicitations folder, select your updated form, and then click the **Open** button. Your updated form is now attached to the solicitation package.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not from the local drive to find your completed forms.

---

- 13 Repeat Steps 10-12 for every form that you wish to replace with an updated form.

- 14 Click the **Close** button to close the Attachments list.

- 15 Click the **Save** button to save your updated solicitation package.

- 16 Once the updated information is attached to the SF-1449 form, go to ["Signing and Submitting an Offer,"](#) to sign and submit your offer.



#### Business Rules:

- You can update your company and resource information and re-submit a revised offer at any time until the solicitation close date.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses. VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.
- If the information you have updated applies to other solicitations you have responded to, then you must repeat this process for each solicitation you responded to.

## Submitting a Revised Offer (Continued)

### Submitting a Revised Offer on an Open Solicitation (Continued)

**IMPORTANT:** If you wish to withdraw or replace a resource, submit a new offer that does not include the resource data entry form for the resource you wish to withdraw or for the resource you wish to replace with a different resource. Only include the resource data entry forms for the resources you wish to be considered in your offer. Your latest response will override any previous responses, so if those resource forms are not included in your offer, then they will not be considered in your offer. DO NOT use the Withdraw or Replace check boxes that appear at the top of the resource data entry forms; those fields are used during the agreement phase only.

### Submitting a Revised Offer After a Solicitation Has Closed

If the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations with you and has requested a revised offer, you can update the information in your offer by following the procedures described in ["Submitting a Revised Offer on an Open Solicitation."](#)



**Business Rule:**

After a solicitation is closed, you CANNOT update your information and submit a revised offer for that solicitation UNLESS the CO has notified you of a problem and allows you to re-submit your response or the CO has entered into negotiations with you and has requested a revised offer.

### Withdrawing an Offer or Resources in an Offer

**To withdraw an offer:**

Telephone or e-mail the CO that you wish to withdraw your offer. The CO will not award an agreement on the offer you have withdrawn.

**To withdraw resources in an offer:**

If you wish to withdraw a resource from your offer, then you will need to submit a new offer without that specific resource data entry form(s) included in the package you submit. When you submit a new response, your latest response will overwrite your previous response, so if that resource data entry form is no longer in the package, then it is "withdrawn" from your offer.



**Business Rules:**

- You can withdraw your offer on a solicitation anytime before the solicitation closes.
- If you have submitted offers to other solicitations, those solicitation responses will NOT be affected by the withdrawal request for a specific solicitation.

## Responding to an Amended Solicitation

If you are going to submit an offer for the first time on an amended solicitation, follow the same procedures described "[Responding to a Solicitation](#)," but download the amendment package from FBO. If you have already submitted an offer on a solicitation and that solicitation has been amended since you submitted your offer, VIPR will send you an e-mail notice informing you of the amendment and providing a link to the amended solicitation package. You will need to follow the procedures described below.

- 1 In the e-mail message you receive from VIPR, double-click on the amendment solicitation package file. A Save As dialog box appears. **IMPORTANT:** Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package to submit a response. You will need to obtain a non-AOL e-mail address, download the amendment package from the FBO Web site ("Downloading a Solicitation Package from FedBizOpps (FBO)"), update your Vendor Company Information form with your new e-mail address, and then follow the procedures to respond to the amendment package you downloaded from FBO.
- 2 Save the amendment package in the appropriate **Solicitations | <solicitation number>** folder.
 

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**NOTES:**
  - Before working with the amendment package, you may want to save a copy of the amendment package and rename it as "Original-<solicitation number>\_Amendment 1>.PFF."
  - If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not from the local drive.

---
- 3 Open the amendment package and from the Form menu, select **Attachments**. A list of Attachments appears.
- 4 From the Attachments list, click the **Add** button.
- 5 From the Solicitations folder, select your company form, and then click the **Open** button. Your company form is now attached to the amendment package.
 

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not from the local drive to find your completed company form.
 

---
- 6 From the Attachments list, select the **VendorCompany.PFF** file, and then click the **Delete** button. The blank VendorCompany form is deleted from the package.
- 7 From the Attachments list, click the **Add** button.
- 8 From the Solicitations folder, select your resource form, and then click the **Open** button. Your resource form is now attached to the amendment package.
 

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not from the local drive to find your completed resource data entry form.
 

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- 9 Repeat Steps 7-8 for every resource data entry form you want to add to the package.
 

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**NOTE:** Be sure to attach the Representations-Certifications document and any other submittals required by the solicitation.
 

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- 10 From the Attachments list, select the **<resource data entry form>.PFF** file, and then click the **Delete** button. The blank form is deleted from the package.
- 11 Repeat Step 10 to delete all of the blank forms within the amendment package.
- 12 Click the **Close** button to close the Attachments list.
- 13 Click the **Save** button to save the amendment package with your company and resource data entry forms attached.
- 14 Once your forms are attached to the amendment package, follow the instructions in "[Signing and Submitting an Offer](#)."



### Business Rules:

- When responding to an amendment, you can update any of your company information or information on specific resources, if needed, before you attach your forms to the amendment package.
- For every response you submit, ensure ALL of your resource data entry forms that you want to be considered with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your last response will be processed and will be treated as the response on record in the VIPR system.

## Working with Agreements

Once a CO is done awarding agreements for a solicitation, VIPR notifies Vendors whether or not they have received the award.

**If you are NOT AWARDED an agreement,** VIPR will send you an e-mail informing you that you did not receive an award for a specific solicitation. If you have questions about the award decision, contact the CO.

**If you ARE AWARDED an agreement,** VIPR will send you an e-mail informing you that you have received an award; the e-mail will include the complete agreement package.

**NOTE:** If a national change has been issued after the solicitation closed, but the CO awarded the agreements, your last submittal/signed response will not include the national changes, but your award will include the national changes. When you receive your agreement, no action is required by you; however, if you do not agree with the national changes, you can contact your Contracting Officer to request to cancel the agreement.

The agreement package (in PDF format) includes the following:

- SF-1449 (with your eSignature and the CO's eSignature)
- Schedule of Items
- SF-30 (if there were any amendments or modifications during the solicitation process)
- Table of Contents
- All of the contract requirements and exhibits
- A page with your company information
- A page with details about the resources awarded on the agreement

Once you receive an award, you will need to print the agreement. If you have changes to the agreement, you can contact the Contracting Officer and request to modify the agreement.

### Printing Agreements

When you receive notification of award of an agreement, you **MUST** print the agreement package, which is attached to the award e-mail message, and as required by the agreement, when dispatched, bring to the incident a minimum of two copies of the complete agreement for each resource.

**NOTE:** With the release of VIPR 1.5, the agreement package is now in a single PDF file, which will make printing the agreement much easier.

To print the complete agreement, you **MUST** print the PDF file, which will contain the following: (1) SF-1449; (2) Schedule of Items, (3) SF-30, if there are any; (4) Table of Contents, (5) Contract Requirements and Exhibits, and (6) a page with your company information.

For instructions on how to print the agreement, refer to "[Printing Packages](#)."

### Requesting a Modification to an Agreement

After you receive an agreement, you can request a modification to the agreement to update your company information, update your resource information, withdraw a resource, replace a resource, or cancel an agreement. You can also request a novation agreement, which is required if you have purchased all of the assets from a vendor who had an I-BPA, and you wish to have those assets transferred to your I-BPA.

#### To request a modification to an agreement:

- 1** Telephone or e-mail the CO on the agreement to request a modification to the agreement. The CO will issue a modification and the modification package will be e-mailed to you.
- 2** Once you receive the modification package, follow the appropriate procedures for the specific type of modification in "[Responding to a Modified Agreement](#)."



#### Business Rules:

- If you are updating your company information, you **CANNOT** change your DUNS Number, Small Business status, or Labor Surplus Area (LSA) status on your vendor company form. You will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.
- If you are updating a resource (not replacing a resource): For standard mods, you **CANNOT** change the VIN/Serial Number/ Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment. For rollover mods, you **CANNOT** change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, but you **CAN** change the Dispatch Center and Prices (Rates).
- If you are replacing a resource...
  - The replacement must be with equal or better equipment and must be the same type.
  - For standard mods, you **MUST** use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. For rollover mods, you can change the Prices (Rates) and Dispatch Center.
  - For standard mods, VIPR will create a new dispatch priority list (DPL) with any new equipment detail, but will **NOT** re-sort the order of the vendors on the DPL based on equipment changes.
  - For rollover mods, the order of vendors' ranking on the DPL may change due to revised pricing changes or changes to attributes that have CBA points associated with the attributes.



## Responding to a Modified Agreement

After you accept an awarded agreement, if the agreement is modified by the CO, VIPR will send you an e-mail notice informing you of the modification and will include a complete modification package. If the modification requires a vendor response, the modification package in the e-mail will be a .PFF file. If the modification is complete and does not require a vendor response, the modification package in the e-mail will be a .pdf file.

You MUST respond to the modification using the Vendor company information and resource data entry forms in the modification package, which is attached to the modification e-mail message—do NOT work off of previously saved forms.

**IMPORTANT:** If you are required to respond to a modification, you MUST respond to the modification using the Vendor company information and resource data entry forms in the modification package, which is attached to the modification e-mail message—do NOT work off of previously saved forms. NOTE: Suspend/resume, terminate/reinstate, vendor management, and expire agreement mods do not require a vendor response; therefore, they will always be a .PDF file.

Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package to submit a response. You will need to obtain a non-AOL e-mail address, provide the new e-mail address to the Contracting Officer (CO), and request the CO to change your e-mail address in the VIPR system and send a new Mod to you. The complete, signed modification package will be sent to your new e-mail address.

When you receive notification of a modification to an agreement, you MUST print the modified agreement, and as required by the agreement, you MUST carry with you to the incident a minimum of two copies of the complete modified agreement for each resource. To print the complete agreement, you must print (1) SF-1449, (2) Schedule of Items, (3) SF-30, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) a page with your company information, and (7) details about the resources awarded on the agreement.

There are ten types of modifications: standard, rollover, vendor cancel agreement, suspend/resume, terminate/reinstate, vendor management, inspection correction, extend agreement, expire agreement, and novation modifications. For a high-level description of each type of modification refer to the Modification Type table. Detailed instructions for working with each mod type appear later in this section.

The process for responding to a mod is the same regardless of the type of mod; the only difference is the type of information that can be changed. The informational/administrative changes that can be implemented with modifications are as follows:

- CO changing contract requirements
- CO changing their CO information (e.g., new Administrative CO, address change, etc.)
- Vendor updating their vendor company information (all information can be updated except for DUNS, Small Business status, or Labor Surplus Area (LSA); however, you will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.)
- Vendor updating their resource information (for standard mods, the VIN/Unique Resource Descriptor, Dispatch Center, and Prices cannot be updated; for rollover mods, the VIN/Unique Resource Descriptor cannot be updated, but Prices and Dispatch Center can be updated)
- Vendor withdrawing a resource
- Vendor replacing a resource (for standard mods, the Dispatch Center and Prices cannot be updated; for rollover mods, the Prices and Dispatch Center can be updated)
- Vendor canceling an agreement
- CO terminating a resource on an agreement
- CO suspending a resource on an agreement
- CO updating a vendor's company information (primary and secondary contact information and company address) for the vendor
- CO expiring an agreement
- CO extending an agreement
- Vendor updating the resource attributes for a resource with a failed inspection status (for inspection correction modification, the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, and Prices [Rates] cannot be updated, but any resource attribute changes will be acceptable and may affect the DPL ranking)
- CO creating a novation agreement

Modification Type Table

Mod Type	Description	Vendor Response?
Standard	Allows the CO or the vendor to update general information on an agreement. The vendor's ranking on the dispatch priority list (DPL) is not affected by any of these informational or administrative changes.	Yes
Rollover	Used to implement revisions based on an annual review and allows the vendor to submit a new price and potentially affect their DPL ranking. The vendor may use this modification to update their attributes and rates on their resource data entry forms. The attribute changes will impact the vendor's ranking on the DPL. Also, if needed, vendors will be able to change their Small Business or LSA status during the annual rollover process, but they will need to contact the Contracting Officer to request the change.	Yes
Vendor Cancel Agreement	Allows the vendor to cancel their agreement.	Yes
Suspend/Resume	Allows the CO to suspend or resume a suspended resource on an agreement.	No
Terminate/Reinstate	Allows the CO to terminate or reinstate a terminated resource on an agreement.	No
Vendor Management	Allows the CO to change a vendor's primary and secondary contact information and to change a vendor's company address.	No
Expire Agreement	Allows the CO to expire an agreement in the VIPR system.	No
Extend Agreement	Allows the CO to extend an agreement up to one year past the original end date using the VIPR system. The vendor may use this modification to update their attributes (not rates) on their resource data entry forms. The attribute changes will NOT impact the vendor's ranking on the DPL.	Yes
Inspection Correction	(Used only for resources that have a "failed" inspection result) Allows vendors to change their resource attributes to change the inspection result from "Fail" to "Pass." If there are CBA points associated with the attribute changes, the vendor's ranking on the Dispatch Priority List may be affected.	Yes
Novation	Allows COs to transfer the agreement from a selling vendor to a purchasing vendor.	Yes, by the Purchasing Vendor

**IMPORTANT:** If you had one Small Business or LSA status at the time of an agreement, but a different Small Business or LSA status at the time of a modification to that agreement, VIPR uses the Small Business and LSA status at the time of the original signed agreement. You will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.



## Responding to a Modified Agreement (Continued)

In the e-mail message you receive from VIPR, double-click on the modification package (.PFF format). If the modification is complete and does not require a vendor response, the modification package in the e-mail will be a .pdf file. You can open the pdf file and proceed to "Printing Packages."

Save the modification package to the appropriate **Solicitations** | <solicitation number> folder.

### NOTES:

- The MOD package (a.k.a modified agreement package) will have a different agreement number than the original solicitation number, so you will need to ensure you save the MOD package to the correct folder.
- If you do not have a Solicitations | <solicitation number> folder, then you will need to create one.
- If you are using a thumb drive, you would save the MOD package to the Solicitations | <solicitation number> folder on the thumb drive and not on the local drive.

From the <solicitation number> folder, open the MOD package. The SF-1449 form appears.

**NOTE:** All of your completed forms that you submitted with your agreement are attached to the modification package, except if the modification is to cancel an agreement, suspend resource(s) on an agreement, or terminate resource(s) on an agreement.

On the SF-1449 form, from the Form menu, select **Attachments**. A list of Attachments appears.

**NOTE:** You can also access the list of Attachments by clicking on the paper clip icon in the top right of the form.

From the Attachments list, double-click on the <VIPR\_MOD\_#>.PFF file. The modification form (also known as the SF-30 form) appears.

**NOTE:** If there have been several MODs to the agreement, the list of Attachments will contain all of the MODs with the exception of any cancelled MODs. In the list of Attachments, if the VIPR\_MOD\_#s are not numbered consecutively, then some mods were cancelled.

In Box 14 on the SF-30 form, view the **Description of the Amendment/Modification** to determine the type of modification and identify any changes to the agreement (i.e. contract requirements, changes to the Contracting Officer information, etc.).

**NOTE:** The second page of the SF-30 form provides an instructions sheet with the same instructions that are described below for responding to a modified agreement.

Close the SF-30 form.

**Based on the type of modification described in the Description of the Amendment/Modification (Box 14), follow the appropriate procedures listed in the sections below.**

- Reviewing changes to the Contract R66(h)1(e Am7( ap10( inO4 bec3 71on ))t 1 )3()13(o)-2dtf Am7R66((d)-1)t 1 gd ap10( inO4bec3 ))T\Q2\_0 1 Tf\Q.0024 Tc 0 Tw 0 10.02 -10.02 0 438.64 108.84 Tm\Q0790003>
- grg ifosrmationwi( )9 f modifies aggeeg

## Responding to a Modified Agreement

### Reviewing Changes to the Contract Requirements and Exhibits in a Mod

- 1 (Continued from Step 8 on [page 23](#)) From the Attachments list, double-click on the **ContractRequirements.pdf** file.

---

**NOTES:** If a message appears warning you that attachment may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment. For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.

---

- 2 View the contract requirements, and then close the document.

- 3 Repeat Steps 1-2 for updated Exhibits.

Go to Step 3 in ["Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

### Updating Your Vendor Company Information in a Mod

- 1 (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, double-click on your completed company form.

---

**NOTE:** For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

---

- 2 Update your company form.

**IMPORTANT:** For any type of mods, you CANNOT update your DUNS number, Small Business status, or Labor Surplus Area (LSA) on your company form. However, you will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change. Also, if you are copying and pasting text into the form, you MUST first copy and paste the text into Notepad, and then from Notepad, paste the text into the form.

- 3 From the File menu, select **Save As** and save your revised company form to your Solicitations folder.

---

**NOTE:** If you are using a thumb drive, you would save your revised company form to the Solicitations folder on your thumb drive and not to the local drive.

---

**IMPORTANT:** When you double-click on a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form. You will need to add the newly revised form to the package (Step 5 below). You will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- 4 Close the form.

- 5 From the Attachments list, click the **Add** button and select your revised company form.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from your thumb drive and not from the local drive to find your revised company form.

---

- 6 From the Attachments list, select the old version of your company form, and then click the **Delete** button.

- 7 Go to Step 3 in ["Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

## Responding to a Modified Agreement (Continued)

### Updating Your Resource (Equipment) Information in a Mod

All of your resource data entry forms are attached to the MOD package (in PFF format).

***Special Case:** If your resource is currently suspended, but a CO has issued you a new standard or rollover mod to allow you to change your resource information before they lift the suspension, then the MOD package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.*

**NOTE:** This is different than when you respond to a solicitation or amended solicitation in which case you **MUST** include ALL of your resource data entry forms in your response, because VIPR uses your latest solicitation and amendment response as the response on record. However, when responding to a mod, you do not have to attach ALL of your resource data entry forms in your response, because you have already received/not received awards for those other resources.

#### **IMPORTANT:**

- You **MUST** make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package. If you wish to withdraw a resource from your offer, then you will need to submit a new offer without that specific resource data entry form(s) included in the package you submit. When you submit a new response, your latest response will overwrite your previous response, so if that resource data entry form is no longer in the package, then it is "withdrawn" from your offer.

- For modifications to Single Fallers and Faller Modules, you can decrease the number of fallers/faller modules with a modification; however, you **CANNOT** increase that number. If you decide to decrease that number and then later you wish to increase it back to your original number, you will be unable to do so. You should use the "Number of Fallers/Faller Modules" value to reflect what you intend to provide at the time of service—DO NOT use it as a means of recording frequent staff changes.

**1** (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.

**NOTE:** For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

**2** Update the information in your resource data entry form.

**NOTE:** If you are copying and pasting text into the form, you **MUST** first copy and paste the text into Notepad, and then from Notepad, paste the text into the form

**3** From the File menu, select **Save As** and save your revised resource data entry form to your Solicitations folder.

**NOTE:** If you are using a thumb drive, you would save your revised resource data entry form to the Solicitations folder on your thumb drive and not to the local drive.

**IMPORTANT:** When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to package (Step 5 below). You will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

**4** Close the form.

**5** From the Attachments list, click the **Add** button and select your revised resource data entry form.

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from your thumb drive and not from the local drive to find your revised resource data entry form.

**6** From the Attachments list, select the old version of the resource data entry form, and then click the **Delete** button.

**7** Go to Step 3 in "[Signing and Submitting an Offer](#)" to sign and submit your response to the modification.



#### **Business Rule:**

When updating a resource (not replacing a resource):

- For standard mods, you **CANNOT** change the VIN/ Serial Number/ Equipment ID/ Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment. You can change the resource attributes; however, the original resource attributes will be used to determine the DPL ranking.
- For rollover mods, you **CANNOT** change the VIN/ Serial Number/ Equipment ID/ Unique Resource Descriptor. You can change the Prices (Rates), Dispatch Center, and resource attributes—all of these changes may affect the DPL ranking.

## Responding to a Modified Agreement (Continued)

### Withdrawing a Resource in a Mod

All of your completed resource data entry forms that you submitted with your agreement are attached to the MOD package (in PFF format).

*Special Case: If your resource is currently suspended, but a CO has issued you a new standard or rollover mod to allow you to change your resource information before they lift the suspension, then the MOD package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.*

There is a “withdraw” function on each resource data entry form; however, how it appears on each form may vary slightly.

- 1 (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.

---

**NOTE:** For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

---

- 2 From the form, in the *Agreement Phase Only* box (at the top of the form), click on the **Withdraw this resource** check box.
- 3 From the drop-down list, select the **VIN/Serial Number/Equipment ID/Unique Resource Descriptor** of the resource you wish to withdraw.
- 4 From the File menu, select **Save As** and save your revised form to your Solicitations folder.

---

**NOTE:** If you are using a thumb drive, you would save your revised resource data entry form to the Solicitations folder on your thumb drive and not the local drive.

---

**IMPORTANT:** When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package (Step 6 below). You will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- 5 Close the form.
- 6 From the Attachments list, click the **Add** button and select your revised resource data entry form.

---

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from your thumb drive and not the local drive to find your revised resource data entry form.

---

- 7 From the Attachments list, select the old version of your resource data entry form, and then click the **Delete** button.
- 8 Go to Step 3 in [“Signing and Submitting an Offer”](#) to sign and submit your response to the modification.

## Responding to a Modified Agreement (Continued)

### Replacing a Resource (Equipment) in a Mod

All of your completed resource data entry forms that you submitted with your agreement are attached to the modification package (in PFF format).

***Special Case:** If your resource is currently suspended, but a CO has issued you a new standard or rollover mod to allow you to change your resource information before they lift the suspension, then the modification package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.*

**NOTE:** This is different than when you respond to a solicitation or amended solicitation in which case you MUST include ALL of your resource data entry forms in your response, because VIPR uses your latest solicitation and amendment response as the response on record. However, when responding to a mod, you do not have to attach ALL of your resource data entry forms in your response, because you have already received/not received awards for those other resources.

**IMPORTANT:** You MUST make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package.



#### Business Rule:

When replacing a resource:

- You must replace with a resource that is equal to or better than the replaced resource and must be the same type.
- For standard mods, you must use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. If the replacement has different resource attributes, the original attributes (with CBA points) are used when determining the DPL.
- For rollover mods, you can change the Dispatch Center and Prices (Rates). If the replacement has different resource attributes, the new attributes (with CBA points) are used when determining the DPL.

- (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.

**NOTE:** For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- From the form, in the *Agreement Phase Only* box, click on the **Replace this VIN/Serial Number/Equipment ID/Unique Resource Descriptor** check box.
- From the drop-down list, select the **VIN/Serial Number/Equipment ID/Unique Resource Descriptor** of the resource you wish to replace.
- Complete ALL of the required fields for the new resource in the form.

**NOTE:** If you are copying and pasting text into the form, you MUST first copy and paste the text into Notepad, and then from Notepad, paste the text into the form.

- From the File menu, select **Save As** and save your revised form with a unique name to your Solicitations folder.

**NOTE:** If you are using a thumb drive, you would save your revised resource data entry form to the Solicitations folder on your thumb drive and not to the local drive.

**IMPORTANT:** When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package (Step 6 below). You will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- From the Attachments list, click the **Add** button and select your revised resource data entry form.

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from your thumb drive and not from the local drive to find your revised resource data entry form.

- From the Attachments list, select the old version of your resource data entry form, and then click the **Delete** button.
- Go to Step 3 in ["Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

## Responding to a Modified Agreement (Continued)

### Responding to a Suspended/Resumed Mod

**If the CO has decided to suspend one or all of the resources on an agreement, the following occurs:**

- The CO creates a modification to suspend resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

---

**NOTE:** The e-mail message indicates that this is a suspend/resume type of modification. For a complete list of the resources associated with the agreement, including the suspended resources, you can view the Schedule of Items on the second page of the agreement.

---

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing a Modified Agreement"). No further action is required by you.
- VIPR removes all of the suspended resource(s) associated with the agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

**If the CO decides to resume one or more suspended resources on an agreement, the following occurs:**

- The CO creates a modification to resume the suspended resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

---

**NOTE:** The e-mail message will indicate that this is a suspend/resume modification. For a complete list of the resources associated with the agreement, you can view the Schedule of Items on the second page of the agreement.

---

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing a Modified Agreement"). No further action is required by you.
- VIPR adds all of the reinstated resource(s) associated with the agreement to all appropriate DPLs.
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

## Responding to a Modified Agreement (Continued)

### Responding to a Terminated/Reinstated Mod

**If the CO has decided to terminate one or all of the resources on an agreement, the following occurs:**

- The CO creates a modification to terminate resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

---

**NOTE:** The e-mail message indicates that this is a terminate/reinstate type of modification. For a complete list of the resources associated with the agreement, including the terminated resources, you can view the Schedule of Items on the second page of the agreement..

---

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing an Agreement"). No further action is required by you.
- VIPR removes all of the terminated resource(s) associated with the agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

**If the CO decides to reinstate one or more terminated resources on an agreement, the following occurs:**

- The CO creates a modification to reinstate the terminated resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

---

**NOTE:** The e-mail message will indicate that this is a terminate/reinstate modification. For a complete list of the resources associated with the agreement, you can view the Schedule of Items on the second page of the agreement..

---

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing a Modified Agreement"). No further action is required by you.
- VIPR adds all of the reinstated resource(s) associated with the agreement to all appropriate DPLs.
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.



## Responding to a Modified Agreement (Continued)

### Canceling an Agreement

- 1 (Continued from Step 8 on [page 23](#)) Go to Step 3 in "[Signing and Submitting an Offer](#)" to sign and submit your response to the modification.
- 2 After the CO receives your signed agreement, he/she signs the modified agreement.
- 3 VIPR e-mails the complete, signed modification package (in PDF format) to you for your files.

---

**NOTE:** For a list of the resources that were associated with the canceled agreement, you can view the Schedule of Items on the second page of the agreement package.

---

- 4 VIPR removes all resources associated with the canceled agreement from all appropriate Dispatch Priority Lists.

### Requesting a CO to Use a Vendor Management Mod to Update Your Vendor Company Information for You

If you wish the CO to update your vendor contact information and/or your company address for you on an agreement (known as a Vendor Management mod), then contact your CO with the information you would like updated.

**IMPORTANT:** The vendor company information will only be updated for the agreement that the mod is created for; therefore, if you want your company information updated on more than one agreement, you must request a Vendor Management mod for each agreement.

The CO creates a modification to update your company information and VIPR e-mails you the complete, signed modified agreement package (in PDF format).

---

**NOTE:** The e-mail message indicates that this is a modified agreement. To review the vendor company changes, you can view the Vendor Information on the last page of the agreement.

---

You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing an Agreement"). No further action is required by you.



#### Business Rule:

- The only information a CO can update for a vendor is their primary and secondary contact information (first and last names; e-mail addresses; daytime, cell, and evening phone numbers; and fax numbers) and their vendor company address.
- The vendor company information that a CO updates for a vendor will only apply to the specific agreement that gets the mod.

### Responding to an Expired Agreement

If the CO has expired an agreement, the following occurs:

- The CO creates a modification to expire the agreement and VIPR e-mails you the complete, signed modification package (in PDF format).
- You should carefully review the modification package. Note that the header in the PDF package displays "Agreement Expiration <date of expiration>." If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "Printing an Agreement"). No further action is required by you.
- VIPR removes all of the resource(s) associated with the expired agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

### Responding to an Extended Agreement

- 1 (Continued from Step 8 on [page 23](#)) Go to Step 3 in "[Signing and Submitting an Offer](#)" to sign and submit your response to the modification.
- 2 After the CO receives your signed agreement, he/she signs the modified agreement.
- 3 VIPR e-mails the complete, signed modification package (in PDF format) to you for your files.

## Responding to a Modified Agreement (Continued)

### Correcting Resource Attributes for a Resource with a Failed Inspection Status

Only the resource data entry forms with a "Failed" inspection status are attached to the MOD package (in PFF format). You will only need to add back to the package the forms you revised; you will not be able to add any of the forms that you did not revise.

**NOTE:** This is different than when you respond to a solicitation or amended solicitation in which case you **MUST** include ALL of your resource data entry forms in your response, because VIPR uses your latest solicitation and amendment response as the response on record. However, when responding to a mod, you do not have to attach ALL of your resource data entry forms in your response, because you have already received/not received awards for those other resources.

**IMPORTANT:** You **MUST** make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package.

- 1 (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.

**NOTE:** For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- 2 Update the information in your resource data entry form.

**NOTE:** If you are copying and pasting text into the form, you **MUST** first copy and paste the text into Notepad, and then from Notepad, paste the text into the form

- 3 From the File menu, select **Save As** and save your revised resource data entry form to your Solicitations folder.

**NOTE:** If you are using a thumb drive, you would save your revised resource data entry form to the Solicitations folder on your thumb drive and not to the local drive.

**IMPORTANT:** When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to package (Step 5 below). You will want to save your updated forms with short (less than 40 characters), descriptive names that are meaningful to you.

- 4 Close the form.

- 5 From the Attachments list, click the **Add** button and select your revised resource data entry form.

**NOTE:** If you are using a thumb drive, you would open the Solicitations folder from your thumb drive and not from the local drive to find your revised resource data entry form.

- 6 From the Attachments list, select the old version of the resource data entry form, and then click the **Delete** button.

- 7 Go to Step 3 in "[Signing and Submitting an Offer](#)" to sign and submit your response to the modification.

**IMPORTANT:** The FS inspector will determine whether or not your resource will require another in-person inspection. If an inspection is required, the inspector will coordinate that with you.

When the CO reviews your new response and the inspection status from the inspector, if the CO changes the inspection results record for that resource from "Fail" to "Pass," the CO will generate a new DPL, which will put the failed resource back on the DPL. The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.



#### Business Rule:

- When updating a resource for an inspection correction modification, you **CANNOT** change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment.
- If you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.

## Responding to a Modified Agreement (Continued)

### Responding to a Novation Agreement

A novation is a legal instrument used to document the Government's recognition of the transfer of an agreement from one vendor to another.

Novations do not occur very often, but when they do, the CO will create and send a modification to the purchasing vendor. The modification package will include the Vendor Company Information form for the purchasing vendor and the resource data entry forms for the resources sold to the purchasing vendor.

Typically, the purchasing vendor notifies the CO to initiate the novation process.

**As the purchasing vendor, if you are not in the VIPR system** (have not ever submitted a response to a solicitation using the VIPR Vendor Solution), then contact your CO to get the novation process started.

**As the purchasing vendor, if you are already in the VIPR system**, do the following:

- 1 (Continued from Step 8 on [page 23](#)) From the Attachments list in the MOD package, note the following:
  - The Vendor Company Information form is your company form.
  - The resource data entry forms are the selling vendor's resource forms.
  - On the SF-1449, the Contractor/Offeror (Box 17a) information will be the selling vendor's information UNTIL the CO signs the modification.
  - On the SF-30 form, the Name and Address of the Contractor (Box 8) will be the selling vendor's information UNTIL the CO signs the modification.
- 2 After you have reviewed the information in the MOD package, go to Step 3 in "[Signing and Submitting an Offer](#)" to sign and submit your response to the modification.

**IMPORTANT:** You CANNOT change the attributes, rates, or prices on the resource data entry forms and you CANNOT change the DUNS, Small Business, or LSA status on the Vendor Company Information form.
- 3 The CO reviews your submittal and signs the novation modification.
- 4 VIPR e-mails you the complete, signed modification package (in PDF format). Note the following:
  - The Vendor information at the end of the PDF is your company information.
  - On the SF-1449, the Contractor/Offeror (Box 17a) information displays your information.
  - On the SF-30 form, the Name and Address of the Contractor (Box 8) displays your information.
- 5 Carefully review the modification package. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to "[Printing an Agreement](#)"). No further action is required by you.
- 6 The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>. The DPL will show the purchasing vendor as the owner of agreement with the previous point value and ranking of the selling vendor still applied.
- 7 The CO publishes the updated agreement to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>. The agreement will designate the purchasing vendor as the new owner of agreement.

## Printing Packages

### Printing a Modified Agreement

Once the CO has reviewed and signed the modified agreement, VIPR will e-mail you a complete modified agreement package.

**IMPORTANT:** Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package. You will need to obtain a non-AOL e-mail address, provide the new e-mail address to the Contracting Officer (CO), and request the CO to change your e-mail address in the VIPR system and send a new modification to you. Once you receive the modified agreement, you can open and print it.

Using this package, print the modified agreement. For instructions on how to print the agreement, refer to "[Printing Packages](#)."

**IMPORTANT:** When you receive a modified agreement, you **MUST** print the modified agreement, and as required by the agreement, you **MUST** carry with you to the incident a minimum of two copies of the complete modified agreement for each resource. To print the complete modified agreement, you must print (1) SF-1449, (2) Schedule of Items, (3) SF-30, if there are any, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) a page with your company information, and (7) details about the resources awarded on the agreement.

You should only need to print the final agreement package (or the signed, modified agreement package), which is required for you to provide at the incident. However, at any point in the process, you can print the forms and other documents within solicitation, amendment, and modification packages (PFF).


Below are the instructions for printing a PDF package (agreement and signed modification packages) and instructions for printing a PFF package (solicitation, amendment, or modification packages).

### Printing a PDF Package

#### IMPORTANT

- When you receive notification of award of an agreement, you **MUST** print the agreement package that is attached to the award e-mail message, and as required by the agreement, when dispatched, bring to the incident a minimum of two copies of the complete agreement for each resource.
- To print the complete agreement, you **MUST** print the PDF file, which will contain the following: (1) SF-1449, (2) Schedule of Items, (3) SF-30, if there are any, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) a page with your company information, and (7) details about the resources awarded on the agreement.
- Note that the resource data entry forms are not included in the agreement PDF packages; however, the last page of the agreement captures the details about the resources awarded on the agreement. Also, while the actual Vendor Company Information form is not in the PDF package, your company information is captured on the page in front of the resource detail pages in the agreement package.

**NOTE:** You will need Adobe Reader software to view the PDF files. Instructions for downloading the free Adobe Reader are located at <http://get.adobe.com/reader/>.

- 1 From Windows Explorer, open the **Solicitations** | **<solicitation number>** folder where you saved your agreement PDF file.
- 2 Double-click on the **<agreement number>.pdf**. The SF-1449 form opens in Adobe Reader.
- 3 From the Adobe Reader toolbar, click the **Print** icon (  ). The print screen opens.
- 4 Select your print options, and then click the **OK** button.

**NOTE:** Agreement PDF files tend to be large documents, so you may want to print double-sided pages to conserve paper.

## Printing Packages (Continued)

### Printing a PFF Package

**NOTE:** Since the resource data entry and vendor company information forms are separate attachments within a single PFF file, you can only print one document at a time. Also, the procedures listed below for printing the forms within a package are the same regardless of the type of PFF package you are printing; the only difference will be the package you open in Step 2.

- 1 From Windows Explorer, open the **Solicitations** | **<solicitation number>** folder.

**NOTE:** If you are using a thumb drive, you would save your revised company form to the Solicitations folder on your thumb drive and not to the local drive.

- 2 Double-click on the **<solicitation number>.PFF** form. The SF-1449 form opens.
- 3 From the File menu, select **Print**. The Print screen opens.
- 4 Select your print options, and then click the **OK** button. The form prints. (The Table of Contents document will print, as well.)
- 5 On the SF-1449 form, double-click on the attachment you wish to print.

**NOTES:** If a message appears warning you that attachment may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment. (For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.)

- 6 In the document, from the File menu, select **Print**. The Print screen opens.
- 7 Select your print options.

**NOTE:** When printing the Schedule of Items (SOI) document, you may need to expand the margins or select the landscape orientation to get the tables in the SOI document to line up correctly.

- 8 Click the **OK** button. The document prints.
- 9 Close the document. The list of Attachments re-appears.
- 10 Repeat Steps 6 - 10 for all of the attachments.
- 11 Once all of the documents are printed, click the **Close** button on the Attachments box and close the SF-1449 form.

## Accessing the Dispatch Priority Lists (DPLs)

You can access the Dispatch Priority List (DPL) from the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vipr.php>.

## Comprehensive List of All of the Business Rules

Below is a comprehensive list of all of the business rules highlighted throughout the user guide.

### Completing the Vendor Company Information

- You MUST attach a completed Vendor Company Information form to EVERY offer you submit.

### Completing the Resource (Equipment/Crew) Information

- You MUST complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Dozer Type 1s, then you will need to complete two Dozer Type 1 forms; you CANNOT use one form for both Dozers. EXCEPTION: When completing resource data entry forms for Fallers (Single and Module), Handwashing Stations (Portable), Portable Toilets, Portable Toilets (Wheelchair Accessible); Tents, and Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.

### Signing and Submitting an Offer

- You can continue to update your company and resource information and re-submit an offer (solicitation package) until the solicitation close date. After the close date, VIPR will not accept a response unless the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations and requested a revised offer.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.

### Submitting a Revised Offer on an Open Solicitation

- You can update your company and resource information and re-submit a revised offer at any time until the solicitation close date.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.
- If the information you have updated applies to other solicitations you have responded to, then you must repeat this process for each solicitation you responded to.

### Submitting a Revised Offer After the Solicitation Has Closed

- After a solicitation is closed, you CANNOT update your information and submit a revised offer for that solicitation UNLESS the CO has notified you of a problem and allows you to re-submit your response by re-opening the closed solicitation or by entering into negotiations with you and requesting a revised offer.

### Withdrawing an Offer

- You can withdraw your offer on a solicitation anytime before the solicitation closes.
- If you have submitted offers to other solicitations, those solicitation responses will NOT be affected by the withdrawal request for a specific solicitation.

### Responding to an Amendment

- When responding to an amendment, you can update any of your company information or information on specific resources, if needed, before you attach your forms to the amendment package.
- When responding to an amended solicitation, you MUST submit a complete package, which means you MUST ATTACH ALL of the resource forms that you want to include with your offer and that still apply to the amended solicitation. The latest response you submit will override any previous responses you submitted, which means only the forms included in your last response will be processed and will be treated as the response on record in the VIPR system.

## Comprehensive List of All of the Business Rules (Continued)

Below is a comprehensive list of all of the business rules highlighted throughout the user guide.

### Requesting a Modification to an Agreement

- If you are updating your company information, you CANNOT change your DUNS Number, the Small Business status, or the Labor Surplus Area (LSA) status on your vendor company form.
- If you are updating a resource (not replacing a resource): For standard modifications, you CANNOT change the VIN/Serial Number or Equipment ID, Dispatch Center, or Prices (Rates) for your equipment. For rollover modifications, you CANNOT change the VIN/Serial Number or Equipment ID, but you CAN change the Dispatch Center and the Prices (Rates).
- If you are replacing a resource...
  - The replacement must be with equal or better equipment, which means the attributes may be better, but the resource type is the same.
  - For standard modifications, you MUST use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. For rollover modifications, you can change the Prices (Rates) and the Dispatch Center.
  - For inspection correction modifications, which are used only for resources with a "Failed" inspection status, you CANNOT change the VIN/Serial Number or Equipment ID or Dispatch Center for your equipment.

### Updating Your Vendor Company Information in a Modified Agreement

- For standard or rollover modifications, you CANNOT change your DUNS number, the Small Business status, or the Labor Surplus Area (LSA) status on your company form. You will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.

### Updating Your Resource (Equipment) Information in a Modified Agreement

- When updating a resource (not replacing a resource): For standard modifications, you CANNOT change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment. You can change the resource attributes; however, the attribute resources used for the original resource will be used when determining the DPL ranking. For rollover modifications, you CANNOT change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, but you can change the Prices (Rates), Dispatch Center, and resource attributes— all of the following: 0019 ual2(d affce)-8c(t t)54(h)1(eDPf)-6(L rank)-6(on)-7g. .

### Updating Your Resource (Equipment) Information in a Modified Agreement



## Using a Thumb Drive with Formatta Forms and a Public Computer

**This section is intended only for Vendors who use public computers to work with the VIPR Vendor Solution.**

Most publicly accessible computers (e.g., computers at public libraries) do not allow users to download software onto their systems. However, if you need to use a public computer to respond to solicitations, amendments, awards, or modified agreements, you can install Formatta Filler software onto a thumb drive and use the thumb drive to save and work with the packages (Formatta forms) throughout the VIPR Vendor Solution.

### NOTES:

- A thumb drive is also known as a travel drive or flash drive.
- For instructions on how to install Formatta Filler software, view the VIPR Vendor Support page at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

**IMPORTANT:** If you are working on a public computer, you will need to be cautious and secure your information; others can open files that are left on a computer. Therefore, it is recommended that you work off of your thumb drive and not save any files to the public computer's hard drive, i.e. C:drive.

When using a thumb drive, you will still follow all of the steps listed for each of the tasks described in this user manual, except you will open and save your work to the folders on your thumb drive instead of the folders on the local drive.

Although you will be using the Formatta Filler software off of your thumb drive, the public computer you use will still need to associate the Formatta Filler .PFF file type with the computer. Otherwise, you will get a message informing you that Windows cannot open the file.

To associate the Formatta .PFF files with a public computer you are using, do the following:

- 1 From Windows Explorer, open the PFF package that you previously saved to your thumb drive. A message informing you that Windows cannot open the file appears.
- 2 From the Windows message box, ensure "**Select the program from a list**" is selected.
- 3 From the Open With dialog box, ensure the "**Always use the selected program to open this kind of file**" is selected, and then click on the **Browse** button.
- 4 From the Open With... dialog box, click on the Look in: drop-down list.
- 5 From the drop-down list, select your thumb drive (in this example, the TravelDrive E).
- 6 From the thumb drive (or TravelDrive) directory, double-click on the **Program Files** folder.
- 7 From the Program Files folder, double-click on the **Formatta 7.0** folder to open it.
- 8 From the Formatta 7.0 folder, double-click on the Filler file.
- 9 From the Open With dialog box, notice that Filler is now the program associated with the .PFF file type. Click the **OK** button. The Formatta .PFF file should now open on the computer you are currently using.

**IMPORTANT:** You will most likely have to repeat this Formatta .PFF file association process every time you log on to a public computer.

## Using Notepad to Copy and Paste Text into Formatta Forms

Some software programs, such as Microsoft Word, often add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears in the document. For example, a comma (,) might convert to a trademark symbol (™).

Notepad is a basic text editor that you can use to copy text and paste into VIPR. Because Notepad supports only very basic formatting, you cannot accidentally save special formatting in documents that need to remain plain text, which is the case with VIPR. By copying text into Notepad and then pasting into a form, this will eliminate this conversion issue.

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**NOTE:** Notepad is free with all Windows version 2.0 and higher.

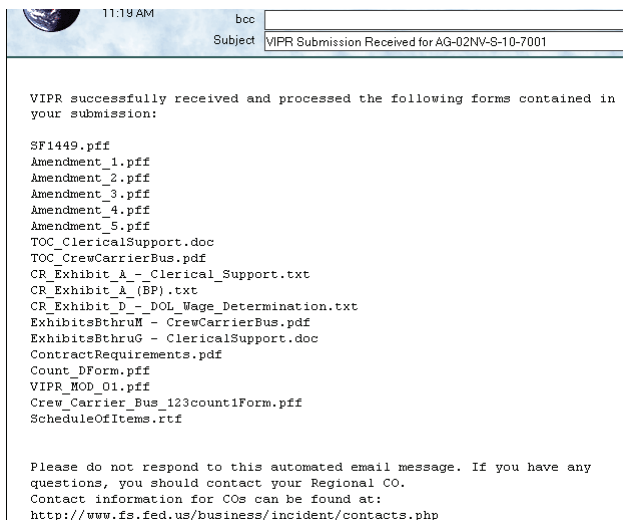
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- 1 To use Notepad to copy and paste text into your Formatta forms, do the following:
- 2 Open the document that has the text you wish to use.
- 3 Copy the text (Ctrl+C) you wish to paste into your Formatta forms.
- 4 From the Start Menu, select Programs > Accessories > Notepad. The Notepad software opens.
- 5 Paste the text (Ctrl+V) into Notepad.
- 6 Select the text you just pasted into Notepad, and then copy it (Ctrl+C).
- 7 In the Formatta form, paste the text (Ctrl+V).

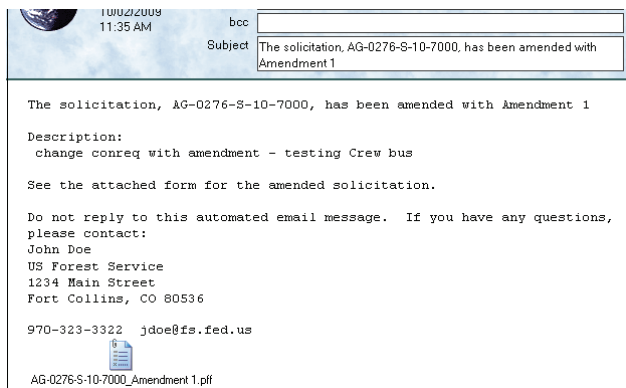
## Examples of VIPR E-mails Sent to Vendors

Below are examples of VIPR e-mail messages that are sent to vendors as part of the VIPR Vendor Solution.

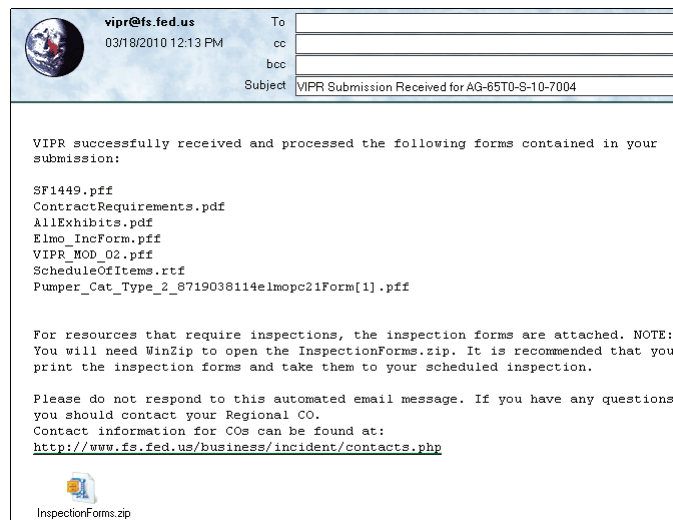
**Notification that your solicitation (for resources that do not require inspections) or amendment response was successfully received by VIPR.** (The solicitation number is in the Subject line of the e-mail.)



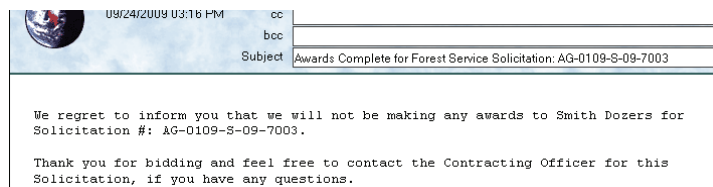
**Notification that a solicitation you have responded to has been amended.** This includes the amendment package (in PFF format), but responding to the amendment is optional.



**Notification that your solicitation (for resources that do require inspections) was successfully received by VIPR.** Note that the solicitation number is in the Subject line of the e-mail and that inspection forms for the resources that require inspections are attached.

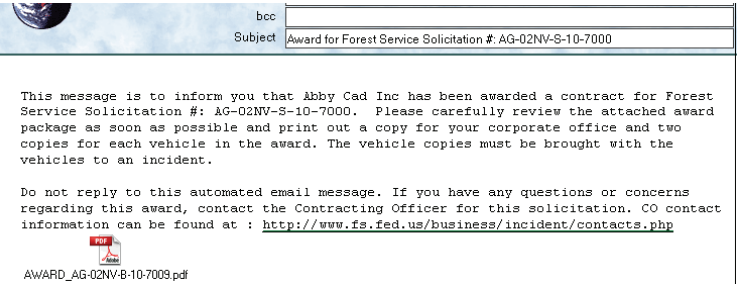


**Notification that you have NOT received an award on an agreement.**



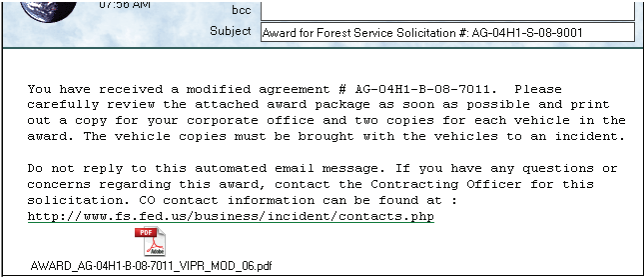
Examples of VIPR E-mails Sent to Vendors (Continued)

**Notification that you have been awarded an agreement.** This includes the signed agreement package (in pdf format) and does NOT require a response.



**Notification that your agreement has been modified and requires your response.** This includes the modification package (in PFF format) and does require your response.

**Notification that your agreement has been modified, but does NOT require your response.** This includes the signed modification package (in PDF format) and does not require your re



## Checking for the System Requirements

You should have...	To find out if you have what you need...
<p>Administrator rights to the PC you will use for the VIPR Vendor Solution.</p> <p><b>NOTE:</b> You will need administrator rights to your PC to install Formatta Filler software. However, if necessary, you can install and run Formatta Filler off of a thumb drive.</p>	<p>If you can install software onto the PC, then you have administrator rights to the PC.</p>
<p>Windows® NT, 2000, XP, or VISTA</p> <p><b>IMPORTANT:</b> The Macintosh version of Formatta Filler will NOT work with the forms used in the VIPR Vendor Solution. In order to preview a VIPR package, you will need a PC that you can run Filler on it.</p>	<ol style="list-style-type: none"> <li>1. From the your desktop, right-click on <b>My Computer</b> and select <b>Properties</b>.</li> <li>2. Under the System heading, note the type of system you have.</li> </ol>
<p>Free Formatta Filler® software</p> <p><b>IMPORTANT:</b> The Forest Service solicitation packages that are posted to FedBizOpps (FBO) can only be viewed, completed, and submitted using the free Formatta Filler software; other applications that are used to view and fill in forms (i.e. Adobe Reader) will NOT work with the VIPR Vendor Solution.</p>	<p>Formatta Filler installation instructions are located at the Incident Procurement VIPR Web site:  <a href="http://www.fs.fed.us/business/incident/vendorsupport.php">http://www.fs.fed.us/business/incident/vendorsupport.php</a></p>
<p>Free Adobe Reader® software</p>	<p>Download the latest version of Adobe Reader at <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a></p>
<p>Free WinZip® software</p>	<p>Download WinZip at <a href="http://www.winzip.com/downwz.htm">http://www.winzip.com/downwz.htm</a></p>
<p>Turn off Pop-up Blocker in your Web browser</p>	<p>As an example:          In Internet Explorer, you will need to disable the pop-up blocker.</p> <ol style="list-style-type: none"> <li>1. Open <b>Internet Explorer</b>.</li> <li>2. From the Tools menu, select <b>Pop-up Blocker &gt; Turn Off Pop-up Blocker</b>. This will turn off the pop-up blocker for all sites.</li> </ol>

## Key Links

Below is a comprehensive list of all of the links and references other documents that are referred to in the user guide.

### Incident Procurement Information for all Vendors

- **Forest Service Incident Procurement VIPR Web site.** Provides incident procurement information and tools to current and potential Vendors.  
<http://www.fs.fed.us/business/incident/vipr.php>
- **Data Universal Number System (DUNS).** Provides instructions for registering for a DUNS number, which is required by the Federal Acquisition Regulations (FAR 52.204-6) and you must have this before registering in the CCR.  
<http://fedgov.dnb.com/webform/index.jsp>
- **Central Contractor Registration (CCR).** Provides instructions for registering with CCR.  
<http://www.ccr.gov/Contractors.aspx>
- **Online Representations and Certifications Application (ORCA).** Provides instructions for registering online with ORCA.  
<http://orca.bpn.gov>

### Information for VIPR Vendors

- **Frequently Asked Questions.** Lists common questions and answers regarding all aspects of VIPR and the VIPR Vendor Solution.  
<http://www.fs.fed.us/business/incident/faq.php>
- **VIPR Vendor Solution Tutorials.** Provides interactive online tutorials that walk Vendors step-by-step through the process for responding to solicitations, acknowledging amendments, receiving awarded agreements, and responding to any agreement modifications.  
<http://www.fs.fed.us/business/incident/vendorsupport.php>
- **USDA eAuthentication Level 2 Account.** Provides instructions for how to obtain an eAuth Level 2 account.  
<http://www.fs.fed.us/business/incident/eauth.php>
- **VIPR Vendor Solution User Guide.** Provides detailed instructions for responding to a solicitations, acknowledging amendments, receiving awarded agreements, and responding to any agreement modifications.  
<http://www.fs.fed.us/business/incident/vendorsupport.php>

### FedBizOpps (FBO)

- **FBO Web site.** Provides list of VIPR I-BPA competitive solicitation opportunities.  
<http://www.fbo.gov>
- **FBO Vendor Guide.** Provides details about how to use the features of the FBO Web site.  
[https://www.fbo.gov/downloads/FBO\\_Vendor\\_Guide.pdf](https://www.fbo.gov/downloads/FBO_Vendor_Guide.pdf).

**Interagency Incident Systems Helpdesk.** Provides assistance to Vendors using the VIPR Vendor Solution. Contact information is [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677, press Option 3 for VIPR / eAuth. The Helpdesk is available 24 hours a day, 7 days a week. The HD Web site is <http://www.interagencyhelpdesk.com/>.

**Procurement Technical Assistance Centers (PTACs).** Local resource available at no or nominal cost that can provides assistance to business firms in marketing products and services to the Federal, state, and local governments.  
<http://www.aptac-us.org/new/>.



## Glossary

<b>Agreement Package</b>	The documents that make up a complete awarded agreement including the SF-1449, the contract requirements, the schedule of items, the vendor company form, and all applicable resource data entry forms.
<b>Amendment</b>	Changes to a published solicitation.
<b>Award</b>	Offer accepted by CO.
<b>CO</b>	Contracting Officer.
<b>Contract Requirements</b>	The paragraphs included in the contract. Contract requirements include clauses, provisions, and the specifications included in Sections B, C, D, and E.
<b>DPL</b>	Dispatch Priority List. The DPL is the list of Vendors that dispatchers will use to fill orders for equipment on an incident.
<b>FBO</b>	FedBizOpps.
<b>Formatta</b>	Forms tool used for the VIPR Vendor Solution.
<b>I-BPA</b>	Incident Blanket Purchase Agreement. The document resulting from the award of a pre-season agreement, using the SF-1449.
<b>Interagency Incident Systems Helpdesk</b>	Helpdesk supporting VIPR.
<b>LSA</b>	Labor Surplus Area. Used to break a tie to determine the DPL rankings when two or more vendors have the same business status and CBA scores.
<b>Modification</b>	A change to an awarded agreement; multiple modifications can be associated with an award.
<b>Novation Agreement</b>	A legal instrument used to document the Government's recognition of the transfer of an agreement from one contractor to another.
<b>PDF</b>	Portable Document Format; Adobe Reader file type. The file format used for the agreement and modified agreement packages.
<b>PFF</b>	Formatta forms file type.
<b>Resource Category</b>	A class of equipment. Example: Dozer, Engine, GIS Unit.
<b>Solicitation Package</b>	The documents that are processed during the solicitation stage including the SF-1449 top sheet, the contract requirements, and the Vendor's response including the company information and resource forms.
<b>Synopsis</b>	The notice published to FedBizOpps, notifying vendors that a solicitation will be issued with a summary of the requirements.
<b>Vendor</b>	Third-party company offering equipment and services to the Forest Service. Also known as Contractor.
<b>VIPR</b>	Virtual Incident Procurement; a Web-based incident procurement system that will replace and expand the Equipment and Training Inventory (EaTIS) prototype. COs will use VIPR to create and manage solicitations and agreements through the entire procurement process.
<b>VIPR Vendor Solution</b>	A forms-based tool that Vendors use to respond to solicitations, acknowledge amendments, receive awarded agreements, and respond to any agreement modifications.